

The Department of the Army -- Job Opportunity Announcement

Job No.: NEGE03179914

Opening Date: April 14, 2003

Closing Date: May 13, 2003

Position Title (Pay Plan-Series): Supervisory General Engineer (GS-0801), Supervisory Architect (GS-0808), Supervisory Civil Engineer (GS-0810)

Grade: 13

Full Performance Grade: 13

Comments: We use an automated recruitment and referral system for filling our jobs. Use our resume builder to complete your resume and place it in our system for consideration under this announcement and for you to use to apply for other Army jobs. Go to the Army's Resume Builder.

1. Applicants must include the following information in the content of their resume: Summary of ratings for the last three annual performance appraisals, relevant training and award history, membership in relevant societies, and professional registration/licenses.
2. Applicants must fax a copy of their most recent performance rating to S. Krecz at 410-962-7736. Be sure to annotate the fax with the announcement number.
3. Valid state drivers license is required.
4. Position may require travel up to 25 percent of the time.
5. Position requires submittal of a confidential Financial Disclosure Report.
6. Position requires registration as Professional Engineer or Architect.

Number of vacancies to be filled by this announcement - One.

Salary: 69,054 - 89,774 Per Annum (includes 12.74 percent locality payment)

Region: Northeast

Organization:

US Army Engineer District, Baltimore
Engineering Division
Cost Engineering Branch

Duty Station: Baltimore, MD

Area of Consideration:

- Army employees with competitive status; and eligible Army CIPMS employees.
- Department of Defense employees serving on a Career or Career Conditional Appointment.
- Interagency Career Transition Assistance Plan (ICTAP) eligibles: Current or former employees displaced from non-DOD agencies. Individuals seeking ICTAP eligibility must submit a copy of their Reduction in Force (RIF) separation notice (Notification Letter of SF 50) and a copy of their most recent performance rating.
- Veterans Employment Opportunities Act of 1998: Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.
- Transfer eligibles: current permanent, competitive non Army Federal employee.
- Reinstatement eligibles: Attained Career status on a permanent, competitive Federal appointment; or Career-Conditional with reinstatement eligibility, generally within 3 years of separation, exceptions 5 CFR 315.201(b)(3).

Duties: Serves as Chief, Cost Engineering Branch, exercising technical and administrative supervision through planning, coordinating, assigning and reviewing the work of subordinate employees engaged in the development, preparation and review of planning, budget, preliminary, comparative and final estimates of costs for purchase orders and contracts affecting civil and military funds covering preliminary investigation of projects, repair, renovation, rehabilitation and construction of flood control installations and systems, navigation aids, and temporary, semi-permanent and permanent military facilities and Civil works. Furnishes advice and assistance in the interpretation of regulations and application of procedures. Supervises the review or personally reviews cost estimates. Directs the preparation of cost estimates pertinent to design features flood control dams, pumping stations, drainage structures and appurtenant work for assigned projects. Supervises the preparation of correspondence and reports and confers with planning and operation personnel on matters effecting job costs. Current program includes a full scope of operations consisting of earth and concrete dams, spillways, tunnels, channels, flood gates, levees, flood walls, pumping stations, pressure conduits, railroad and utilities relocation, bridges, powerhouses, transformer substations, drainage structures, piers, jetties, dredging, removal of obstructions to navigation, repair and maintenance of floating plants, hospitals,

laboratories, administration buildings, barracks, mess halls, service facilities, central heating systems, power supply systems, armories, wind tunnels, climatic and explosive test buildings, warehouses, shops, roads, railroads, airfields, hangars, control towers, operations buildings, large family housing projects with all appurtenant facilities, special Army and Air Force detection and defense installations and other large defense complexes and classified installations. Responsible for instructing and training subordinates in safe working methods and practices. Exercises both administrative and technical supervision over subordinates.

Qualification Requirements: Basic Qualification Requirements:

For GS-0808:

Degree: architecture; or related field that included 60 semester hours of course work in architecture or related disciplines of which at least (1) 30 semester hours were in architectural design, and (2) 6 semester hours were in each of the following: structural technology, properties of materials and methods of construction, and environmental control systems.

-OR-

Combination of education and experience--college-level education, training, and/or technical experience that furnished (1) a thorough knowledge of the arts and sciences underlying professional architecture, and (2) a good understanding, both theoretical and practical, of the architectural principles, methods, and techniques and their applications to the design and construction or improvement of buildings. The adequacy of such background must be demonstrated by at least one of the following:

1. **Related Curriculum:** Degree in architectural engineering may be accepted as satisfying in full the basic requirements, provided the completed course work in architectural engineering provided knowledge, skills, and abilities substantially equivalent to those provided in the courses specified in paragraph A. The curriculum for a degree in either architecture or architectural engineering covers function, esthetics, site, structure, economics, mechanical-electrical, and other engineering problems related to the design and construction of buildings primarily (but not exclusively) intended to house human activities. The courses required for a degree in architecture generally place emphasis upon planning, esthetics, and materials and methods of construction, while the courses for an architectural engineering degree place equal or greater weight on the technical engineering aspects such as structural systems, mechanical systems, and the properties of materials. Because of this difference in emphasis, persons with degrees in architecture may have a preference for work assignments that offer greater opportunities for them to express their artistic and creative abilities. As a result, they may be more concerned with planning and design aspects of architecture, and persons with degrees in architectural engineering may be more engaged in aspects emphasizing technical engineering considerations.

2. **Experience:** An applicant lacking a degree in architecture must have had 1 year of experience in an architect's office or in architectural work for each year short of

graduation from a program of study in architecture. In the absence of college courses, 5 years of such experience is required. This experience must have demonstrated that the applicant has acquired a thorough knowledge of the fundamental principles and theories of professional architecture.

For GS-0801/0810:

Degree: professional engineering. To be acceptable, the curriculum must: (1) be in a school of engineering with at least one curriculum accredited by the Accreditation Board for Engineering and Technology (ABET) as a professional engineering curriculum; or (2) include differential and integral calculus and courses (more advanced than first-year physics and chemistry) in five of the following seven areas of engineering science or physics: (a) statics, dynamics; (b) strength of materials (stress-strain relationships); (c) fluid mechanics, hydraulics; (d) thermodynamics; (e) electrical fields and circuits; (f) nature and properties of materials (relating particle and aggregate structure to properties); and (g) any other comparable area of fundamental engineering science or physics, such as optics, heat transfer, soil mechanics, or electronics.

OR

Combination of education and experience--college-level education, training, and/or technical experience that furnished (1) a thorough knowledge of the physical and mathematical sciences underlying professional engineering, and (2) a good understanding, both theoretical and practical, of the engineering sciences and techniques and their applications to one of the branches of engineering. The adequacy of such background must be demonstrated by one of the following:

Professional registration--Current registration as a professional engineer by any State, the District of Columbia, Guam, or Puerto Rico. Absent other means of qualifying under this standard, those applicants who achieved such registration by means other than written test (e.g., State grandfather or eminence provisions) are eligible only for positions that are within or closely related to the specialty field of their registration. For example, an applicant who attains registration through a State Board's eminence provision as a manufacturing engineer typically would be rated eligible only for manufacturing engineering positions.

Written Test- Evidence of having successfully passed the Engineer-in-Training (EIT) examination, or the written test required for professional registration, which is administered by the Boards of Engineering Examiners in the various States, the District of Columbia, Guam, and Puerto Rico.

Applicants who have passed the EIT examination and have completed all the requirements for either (a) a bachelor's degree in engineering technology (BET) from an accredited college of university that included 60 semester hours of courses in the physical, mathematical, and engineering sciences, or (b) a BET from a program accredited by the Accreditation Board for Engineering and Technology (ABET) may be rated eligible for certain engineering positions at GS-5. Eligibility is limited to positions that are within or closely related to the specialty field of the engineering technology

program. Applicants for positions that involve highly technical research, development, or similar functions requiring an advanced level of competence in basic science must meet the basic requirements in paragraph A.

Because of the diversity in kind and quality of BET programs, graduates of other BET programs are required to complete at least 1 year of additional education or highly technical work experience of such nature as to provide reasonable assurance of the possession of the knowledge, skills, and abilities required for professional engineering competence. The adequacy of this background must be demonstrated by passing the EIT examination.

FOR CONTINUATION OF BASIC REQUIREMENTS SEE "STANDARD/OTHER REQUIREMENTS/INSTRUCTIONS ON HOW TO APPLY:"

Selective Placement Factors/Knowledge Skills and Abilities (KSAs): Possession of Professional Engineer License or Professional Architect License is required. KSAs are not required. Candidates will be rated against Resumix Job Search Criteria.

Standard/Other Requirements/Instructions on How to Apply:

1. Failure to provide all of the required information as stated in the announcement may result in an ineligible rating or may affect the overall rating.
2. This position is nonsensitive and requires a personnel security investigation on a post-appointment basis only.
3. A one-year supervisory probationary period is required if the selectee has not previously met this requirement.
4. If qualified based on education, selectee must provide official transcript.
5. Temporary Duty (TDY) is required.
6. Permanent change of station (PCS) funds will be authorized.
7. Selection for this position is contingent upon proof of U.S. citizenship.
8. Direct Deposit is REQUIRED: As a condition of employment, candidates appointed, competitively promoted or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer within 60 days following the effective date of that action.
9. Application/Resume deadline: Application/Resume must be received by the Closing Date of the Vacancy Announcement.
10. Male applicants born after December 31, 1959, are required to complete a Pre-Employment Certification Statement for Selective Service registration prior to

appointment. Failure to comply may be grounds for withdrawal of an offer of employment, or dismissal after appointment.

11. Candidates must meet Time-in-grade requirements (if applicable).

12. "QUALIFICATION REQUIREMENTS" CONTINUED

Specified academic courses--Successful completion of at least 60 semester hours of courses in the physical, mathematical, and engineering sciences and in engineering that included the courses specified in the basic requirements. The courses must be fully acceptable toward meeting the requirements of a professional engineering curriculum as described in paragraph A.

Related curriculum--Successful completion of a curriculum leading to a bachelor's degree in engineering technology or in an appropriate professional field, e.g., physics, chemistry, architecture, computer science, mathematics, hydrology, or geology, may be accepted in lieu of a degree in engineering, provided the applicant has had at least 1 year of professional engineering experience acquired under professional engineering supervision and guidance. Ordinarily there should be either an established plan of intensive training to develop professional engineering competence, or several years of prior professional engineering-type experience, e.g., in interdisciplinary positions. (The above examples of related curricula are not all-inclusive.)

IN ADDITION TO MEETING THE ABOVE BASIC REQUIREMENT, CANDIDATES MUST MEET THE FOLLOWING SPECIALIZED EXPERIENCE: Specialized experience is experience that has equipped the applicant with the particular knowledge, skills, and abilities (KSAs) to perform successfully the duties of the position and that is typically in or related to preparing and reviewing cost estimates of design features for a wide range of construction projects such as, flood control dams, pumping stations, bridges, roads, hospitals, and large family housing projects. Specialized experience must have been equivalent to at least one year at the GS-12 level.

Possession of Professional Engineer License or Professional Architect License is required.

BASIS OF RATING: Basic eligibility will be determined by assessing the candidate's background against the appropriate OPM Qualifications Standard to include any selective placement factors. Candidates will be rated based on an evaluation of the extent and quality of their experience, education, and training as provided in their Resume. Candidates who meet the Basic Qualification Requirements will be further evaluated on the skills they possess or the extent and quality of skills for Delegating Examining that are directly related to the job duties as described in this vacancy announcement.

WHO MAY APPLY? Please refer to the specific vacancy announcement's Area of Consideration to determine if you are eligible to apply for this position. If you are eligible to apply, follow the procedures for How to Apply.

HOW TO APPLY

Submit the required documents to the address listed under Where To Submit Package:

1. If you are currently serviced by the Northeast Civilian Personnel Operation Center, you must have a Resume on file with our office to self nominate. If you are submitting your Resume in response to this announcement, please note you will also need to include your self nomination. For assistance, you may contact your local Civilian Personnel Advisory Center.

2. If you are not currently serviced by the Northeast Civilian Personnel Operation Center, you may self nominate if you have a Resume on file submitted within the last year. If you have not submitted a Resume within the last year, you must submit a Resume and follow the procedures 2a-2b listed below.

2a. RESUME. In order to receive consideration, your Resume must be prepared in the format described under Resume Format. It must contain all of the required information. Your Resume can not exceed three pages.

2b. Supplemental Data. Provide the following information on a separate sheet of white bond paper, 8.5X11. Name; SSN; Date of Birth; Indicate Citizenship (U.S. Citizen, Local National, Non U.S. Citizen); Are you a current permanent Federal civil service employee? (Yes/No); Are you a current permanent civil service employee of the Department of the Army? (Yes/No); If yes indicate the Civilian Personnel Operations Center (CPOC) that services your position (Northeast CPOC, North Central CPOC, South Central CPOC, Southwest CPOC, West CPOC, Pacific CPOC, Europe CPOC, Korea CPOC); Highest Federal civilian grade held on a permanent appointment (Pay Plan and Grade, Number of months you held this grade, Dates highest grade held); If you are currently a federal civilian employee, give the date of your last appraisal and was this appraisal fully satisfactory or better? (Yes/No); Specify all dates of military service; Are you a retired military member (Yes or No)?; If yes, please give date of retirement; Are you claiming veterans' preference (Yes or No)?; If yes indicate type of preference code (5 point, 10 point/Disability, 10 point/Compensable, 10 point/Other, 10 point/Compensable/30 percent); Work schedule(s) you are willing to accept (Full-Time, Intermittent, Part-Time, Shift Work); Indicate all the types of employment you are willing to accept (Permanent, Temporary, 7-12 months, Temporary, 1-6 months, Term, 1-4 years, Competitive detail, Temp promotion up to 5 years). List all special appointing authorities that apply: (See Announcement's Area of Consideration to determine your eligibility to apply)

In-service Army eligible
30 percent Disabled Veteran
VRA eligible
VEOA eligible
EO 12721 eligible
Transfer eligible

Reinstatement eligible
ICTAP eligible
Person with Disabilities eligible
DCIPS/CIPMS Interchange eligible
NAF Interchange eligible
Other Interchange Agreement
specify: _____
Outstanding Scholar eligible
Non Status eligible
DCIPS employee applying for DCIPS
Student Employment
Summer Employment
Military spouse pref eligible
Family member pref eligible
Family member no pref eligible
Reemployment Annuitant

Race and National Origin (OPTIONAL):

American Indian or Alaskan Native, Asian or Pacific Islander, Black, not of Hispanic origin, Hispanic, White, not of Hispanic origin, Asian Indian, Chinese, Filipino, Guamanian, Hawaiian, Japanese, Korean, Samoan, Vietnamese, All Other Asian or Pacific Islanders, Not Hispanic in Puerto Rico; Gender (OPTIONAL): Male/Female.

Provide the following information only if you are interested in overseas positions: Sponsor (Active Duty Military, DOD Civilian USA Hire, DOD Civilian Local Hire, Contractor Employed US Citizen, Self-I am the Sponsor, No affiliation with US Forces Europe); Specify Relationship to Sponsor (e.g. spouse, child); Sponsor's DEROS (MM/DD/YYYY); Do you hold dual nationality with any country outside the USA (Yes or No)?; If yes, which country?; Do you currently hold a work permit for any countries outside the USA (Yes or No)?; If yes, please specify those countries for which you hold a work permit?; Date of arrival in host country (MM/DD/YYYY); Are you presently living in host country without affiliation with US military forces or civilian component (Yes or No)?; Are you currently on Leave Without Pay?; If yes, please enter expiration date (MM/DD/YYYY).

***SPECIAL PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PLAN (ICTAP).** If you are a displaced Federal employee, you may be entitled to receive special priority consideration under ICTAP.

ICTAP eligibles must be rated well qualified for the position to receive consideration. A well qualified employee is defined as meeting all of the minimum qualification standards and eligibility requirements as well as possessing skills that clearly exceed the minimum qualification requirements for the position. A minimum rating score of 80 is required for Delegating Examining positions.

Federal employees seeking ICTAP eligibility must submit proof they meet the requirements of the 5 CFR 330.704. This includes a copy of the agency notice, a copy of

their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. Do not submit documents when you apply. You must provide documents within 3 days after a tentative job offer is made.

NOTE: If you wish to be considered through this program, please mark (ICTAP) clearly on the SUPPLEMENTAL DATA FORM.

Resume Format (Rules):

Follow these rules when preparing your Resume. Your Resume must not exceed three pages. TYPE your Resume or use a word processor, ensuring it is clear and legible. HANDWRITTEN OR FAXED Resumes will not be accepted. Use a minimum margin of 1 inch on all sides of your printed Resume. Use a COURIER font, 12 point. You may use all capital letters for section headings. Do not staple, fold, bind, or punch holes in your Resume. Do not use vertical lines, horizontal lines, graphics and boxes. Do not use two-column format or resumes that look like newspapers. Do not use fancy fonts such as italics, underlining, or shadows. Do not use acronyms or abbreviations, other than to describe type of systems used. Do not submit your Resume on colored paper. Do not submit any documentation not specifically requested. Do not submit a SF171 or OF612.

SAMPLE RESUME/FORMAT:

Francine T Rex (Full Name)

186 Southeast Ave (Home Mailing Address)

Aberdeen MD 21001

410 272-7119 H (Home phone number with area code)

410 273-1110 W (Work phone number with area code)

DSN 555-1110 (DSN phone number, if applicable)

SSN: 198673021 (Do not insert dashes between numbers)

Source: EXT or INTXXX (**see Source Code listing below)

Highest Permanent Grade Dates Held: GS-201-12, 04/01/92-01/01/93 (Pay Plan, Series, Grade, Dates (MM/DD/YY format))

Typing: 70 WPM (use exact speed)

Steno Dictation Speed: 120 WPM (use exact speed)

EXPERIENCE: When describing duties include: Start and End dates (MM/DD/YY); Hours Worked Per Week; Position Pay Plan, Series, Grade (If Federal Civilian Position); Current Salary (If experience entry describes Federal civilian positions at different grade levels, include month and year promoted to each grade); Employer's Name and Complete Address; Supervisor's Name and Telephone Number; All Major Tasks (Include in your description any systems you have worked on, any software programs you have used, any special programs you have managed, any regulations, directives, etc. you have used, any other job-related information you would like to include.)

EDUCATION: Give your highest level of education completed. If degree completed (e.g., AA, BA, MA) list your major field of study, name of school, year degree awarded and your GPA. NOTE: Resume must include courses and semester/quarter hours for

positive education requirement positions. If your highest level was high school, list either highest grade completed, year graduated, or date your GED was awarded.

SPECIALIZED TRAINING: List training courses you have completed and consider valuable and relevant to your career goals. Indicate dates and length of training.

LICENSES, CERTIFICATES, AWARDS, and OTHER INFORMATION: List professional licenses/certificates, including date(s) certified and state, language proficiencies, professional associations, awards, and any other pertinent information.

3. SELF NOMINATION. To self nominate, give your Name; SSN; Announcement Number; Position Title, Pay Plan, Series, Grade of the Position you are applying for; Work and/or Home Telephone Numbers; lowest acceptable grade/salary; and typing and/or steno dictation speed words per minute (if applicable). If the position has a mandatory education requirement, please certify as to whether you meet the requirement. Availability for full-time, part-time, temporary, intermittent, shift work (if applicable, please indicate yes or no to each). Geographic location codes, occupational specialty codes (list if applicable). See Where to Submit Package for self-nomination address.

Where to Submit Package:

1. If you already have a Resume on file and are submitting a 'Self Nomination', send your self nomination information to:

Mail: Northeast CPOC, Resumix Project Office, 314 Johnson Street, Aberdeen Proving Ground, MD 21005-5283

E-Mail: selfnom@cpocner.apg.army.mil, subject: selfnom (Do not send the Self-Nomination as an attachment, just include the requested information in the body of the email. Attachments will not be accepted.)

FAX: Commercial (410) 306-0229 or DSN 458-0229

2. If you do not have a Resume on file and are submitting a 'Resume' and 'Supplemental Data', send them to:

Mail: Mail your three page Resume and your Supplemental Data Information to: Northeast CPOC, Resumix Project Office, 314 Johnson Street, Aberdeen Proving Ground, MD 21005-5283

E-Mail: Send your Resume as an ASCII text file, no attachments, include a string of fifteen @ symbols on a line immediately above your name (at the start of your resume), place the word Resume in the subject line and E-mail to: resumes@cpocner.apg.army.mil. Include your Supplemental Data Information at the end of your email message. The supplemental data is not considered part of your three page Resume.

3. Unless specifically stated in the merit promotion announcement, do not submit the following documentation supporting your status/eligibility when submitting a resume: SF15s, DD214s, current VA letter establishing disability, copies of SF50s to reflect employment status, transcripts for verification/crediting of education and licenses/

certificates. Verification of eligibility for these claims will be done only on the selectee who must provide copies of any required documents within three days after tentative job offer when requested for the documents is made.

IN ORDER TO RECEIVE CONSIDERATION, YOUR RESUME, SUPPLEMENTAL DATA, AND SELF NOMINATION INFORMATION (IF APPLICABLE) MUST BE RECEIVED BY THE CLOSING DATE (UNLESS OTHERWISE SPECIFIED IN THE ANNOUNCEMENT).

To check the status of your resumes and self-nominations go to <http://cpol.army.mil> (Army Civilian Personnel Online), click on Employment, click on Answer.

****SOURCE CODES:** Select the appropriate source code from the listing below and enter on your Resume.

INTXXX - permanent status employees currently serviced by the Northeast Civilian Personnel Operation Center (NECPOC). Select your servicing Civilian Personnel Advisory Center (CPAC) source code.

EXT - employees serviced by a different Army region (i.e. SECPOC - Fort Benning, NCCPOC - Rock Island, etc), employees of other Federal agencies, term employees, temporary employees and applicants who have never worked for the Federal Government.

Source Code	Area Covered by Code
EXT	EXTERNAL Candidate
INTAAA	ARMY AUDIT AGENCY
INTADE	ADELPHI, MD
INTAMC	HQ ARMY MATERIEL COMMAND
INTAPG	ABERDEEN PROVING GROUND, MD
INTATL	CORPS OF ENGINEERS, NORTH ATLANTIC (EUROPE)
INTBAL	BALTIMORE DIST COE, MD
INTBUF	BUFFALO DIST COE, NY
INTCAR	CARLISLE, PA
INTCHA	LETTERKENNY, PA
INTDET	DETROIT DIST COE, MI
INTDTK	FORT DETRICK
INTDIX	FORT DIX, NJ
INTDRU	FORT DRUM, NY
INTENG	NEW ENGLAND COE
INTHOF	HOFFMAN
INTMON	FORT MONMOUTH, NJ
INTMTC	MILITARY TRAFFIC MANAGEMENT COMMAND
INTNAT	NATICK, MA
INTNOR	NORFOLK DIST COE, VA
INTNYC	NY DIST COE, NY (INCLUDES NADO)

INTPHI	PHILA DIST COE, PA
INTPIC	PICATINNY, NJ
INTPNT	PENTAGON
INTTOB	TOBYHANNA, PA
INTWAV	WATERVLIET, NY
INTWES	WEST POINT, NY

ARMY CIVILIAN PERSONNEL ON-LINE: For more information on How to Apply and to submit Resume or Self Nomination visit the Northeast Region Civilian Personnel Operations Center's Home Page on the internet. The address is: <http://cpolrhp.army.mil/ner>, click on Employment Information, and then click on Resumix Kit for Employees. The kit can also be obtained from any of the Northeast Servicing Civilian Personnel Advisory Centers (CPACs).

If you would like to be considered, then you are required to submit all necessary materials applicable to this vacancy announcement.

THE DEPARTMENT OF THE ARMY IS AN EQUAL OPPORTUNITY EMPLOYER. All qualified applicants will receive appropriate consideration without regard to non-merit factors such as race, color, religion, sex, national origin, marital status except where specifically authorized by law, age, politics, disability, or sexual orientation which do not relate to successful performance of the duties of this position. Reasonable accommodation to individuals with disabilities will be provided upon request.

SELECTION FOR THIS POSITION IS SUBJECT TO RESTRICTIONS RESULTING FROM DEPARTMENT OF DEFENSE REFERRAL SYSTEM FOR DISPLACED EMPLOYEES.